

Request for Proposals



Central Library Market Café

November 21, 2013



Austin Public Library

Request for Proposals (RFP)

Market Café / Catering Service at the New Central Library

Summary

Opportunity:	Market Café / Catering Service
Size:	3,786 SF exclusive use of indoor restaurant & 2,065 SF outside seating area 786 SF access and use of Catering Kitchen and Coffee/Snack Cart
Location:	710 West Cesar Chavez Street
When:	Opening to coincide with New Central Library Grand Opening, 2016
Term:	Initial ten (10) year lease with extension options
Financial Requirement:	Fair market rent / Finish-out of lease space
Selection Process:	Proposals will be evaluated based on response to Tenant Selection Criteria
Initial Deposit:	Refundable earnest money deposit of \$5,000 in certified funds due with proposal
Virtual Tours:	Pre-proposal conferences and virtual tours of the planned New Central Library will be presented
Deadline:	January 31, 2014, at 12:00 pm
Contact:	Mashell Smith, Property Agent Sr. Office of Real Estate Services One Texas Center – 1350 505 Barton Springs Road Austin, Texas 78704 P.O. Box 1088 Austin, Texas 78767 Mashell.Smith@austintexas.gov 512.974.7149



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General Requirements

The City of Austin/Austin Public Library (COA/APL) hereby requests proposals from restaurateurs interested in providing foodservices, including catering, at the New Central Library (NCL). The COA/APL reserves the right to waive any irregularities submitted, reject any and/or all submittals, re-advertise, and accept any submittals deemed to be in the best interest of the COA/APL. Responders should be aware that the COA/APL is requesting proposals in which a restaurant is the main component. Please refer to <http://library.austintexas.gov/newcentral> for more information on the New Central Library.

Contact: Mashell Smith, Property Agent Sr.
Mashell.Smith@austintexas.gov
(512) 974-7149

Physical Address: Office of Real Estate Services
One Texas Center – Suite 1350
Austin, Texas 78704

Mailing Address: P.O. Box 1088
505 Barton Springs Road
Austin, Texas 78767-8839

Advertisement Date: November 24, 2013

Due Date: January 31, 2014, 12:00 pm

Pre-proposal Conferences: 10:00am on Monday, December 16, 2013 and again at 2:00pm on Friday, January 10, 2014 at Twin Oaks Branch Library, 1800 S. Fifth St., Austin, Texas 78704 . These conferences will be conducted by City personnel for the purpose of providing additional information about the NCL Project and to give prospective responders an opportunity to ask any questions they may have. You may also log-in onto the live meeting. Refer to www.austintexas.gov/realestate under the heading “Properties for Lease” for log-in information.

It is highly recommended that a representative of each responder’s firm attends one of these meetings.



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General Requirements

To ensure fair consideration and consistent accurate information for all proposers, the COA/APL prohibits communication to or with any City of Austin department employee or official regarding the subject matter of this Request for Proposals (RFP), except as authorized by the contact person, Mashell Smith. This No Contact period will exist from the date of issuance of this RFP until a contract is executed. Violation of this provision will result in the disqualification of the responder making the unauthorized contact.



Respondents are required to submit one (1) original, six (6) copies and one (1) digital copy on a flash drive in a sealed envelope clearly marked “Response to NCL Market Café and Catering Service RFP” to:

Mary Lou Ochoa
Contract Management Department of the City of Austin
105 W. Riverside Drive, Suite 210
Austin, Texas 78704.

Please be environmentally conscious and use recycled paper and print doubled-sided to the maximum extent practical. Proposals should be bound to ease review and storage. Proposals must be signed by an officer of the company who is legally authorized to enter into a contractual relationship in the name of the proposer.

Proposals must be received no later than 12:00 PM on January 31, 2014. Faxed proposals will not be accepted. Proposals received after the time established for receiving proposals will not be considered.

All questions shall be emailed no later than January 17, 2014 to the Contact, Mashell Smith and all questions will be answered in writing on the City of Austin website no later than January 24, 2013. If you need this information in a different format, please contact Mashell Smith.

At the discretion of the selection committee, a short list of the most qualified respondents may be developed and respondents may be asked to give a short presentation or interview or provide cuisine taste testing as part of the evaluation and selection process.

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Opportunity



The City of Austin/Austin Public Library is issuing this RFP in an effort to identify, select and enter in an agreement with a highly motivated restaurateur to finish out, manage and operate the NCL Café, and provide Special Event Catering in the NCL. Construction of the NCL is just now being initiated and the building is expected to be fully open to the public in 2016. Located on West Second Street adjacent to Shoal Creek and in the fast developing new civic/cultural center of Austin, the NCL will be constructed with a high level of environmental considerations to achieve at least Silver LEED (Leadership in Energy and Environmental Design) certification.

COA/APL requires a restaurateur offering the highest caliber professional service levels and innovative food creations to meet the demands of daily NCL visitors and employees. The selected restaurateur will be required to complete design, construct improvements and provide the equipment and appliances necessary to his/her operation of the café at his/her sole expense.

Proposals are invited from qualified and responsible restaurateurs desiring to provide café and catering services at the NCL. The selection process shall consist of an analysis of proposals with regard to experience in providing high quality food and beverage services, operational plans, business plans, demonstrated ability to generate aggressive levels of sales and profits, high quality of operation, and attractive proposed financial terms. Quality food creatively and attractively presented, competitively priced, and courteously provided is an important consideration in this selection process.

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Vision

After benchmarking a number of successful library restaurants, the COA/APL vision for its NCL Café is that of an upscale, self-service restaurant in which customers can put together a meal of their own choosing from a variety of soups, pastas, meats cooked to their liking, vegetables, salads and desserts. While full table service will not be offered, the quality of the food provided should be extremely high, with lots to choose from, including inventive entrees and salads, artisan breads and organic ingredients, made-to-order sandwiches, wonderful baked pastries, coffee, espresso, and perhaps beer and wine by the full or half bottle. We want our NCL Café to appeal to the time constrained, value conscious, urban customer by providing a range of better for you products, healthier food that is also fast. Food in the serving areas must be visually appealing with the predominant characteristic being fresh, farm-to-table freshness achieved by a strong commitment to locally sourced foods made from scratch.

The COA/APL desires an innovative proposal, which reflects the professional management abilities of the proposing restaurateur, developed to meet the financial objectives and desire for a unique experience for customers and employees of the NCL as well as other visitors and guests. The NCL Café is expected to attract a wide variety of Library customers, employees and volunteers, as well as nearby downtown residents and workers. It is the intent of the COA/APL that the NCL Café becomes a food and beverage “destination”.

Respondents should demonstrate a clear understanding of the APL vision for the NCL café and how their business proposal will realize that vision.



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Tenant Space Information



The café space provided in the design of the NCL consists of 3,786 square feet with an additional porch area of 2,065 square feet fronting on West Second Street and overlooking Shoal Creek. A quick service coffee/snack bar is also provided, opening up into the interior atrium space of the NCL second floor and the selected restaurateur will be asked to provide and operate a coffee/snack cart in the rooftop garden area of the NCL as weather permits.

The NCL Café space will be provided by the NCL design and construction project with a mechanical exhaust ventilation system sufficient to ventilate the operation of cooking equipment such as ranges, broilers, fry grills, griddles, ovens and deep fryers. A grease interceptor (grease trap) will also be provided for the café space by the NCL design and construction project.



COA/APL will bear the cost of having water, electricity and natural gas provided to the NCL building. The NCL Café space will be served by separate water, natural gas (for kitchen equipment) and electrical sub meters and the cost of these services will be included in the lease agreement. Space heating and cooling will be billed as a percentage of the entire facility and based on square footage and hours of operation. The lessee will be responsible for installing telephone service to the NCL Café space.

The restaurateur will not be required to include restrooms within the build-out of the café space as dedicated public restrooms will be provided for the café space in the design and construction of the NCL. Additionally, the fan and ductwork for the exhaust system will be provided by COA/APL. All other costs associated with designing and constructing the café, including all equipment, shall be the responsibility of the restaurateur.

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Tenant Space Information



The restaurateur shall obtain all necessary permits and licenses for construction and operation of the cafe. The restaurateur must design the interior and any exterior improvements to compliment the design of the NCL. COA/APL approval will be required for the architect, design drawings, space plans and signage proposed for the NCL Café by the selected restaurateur prior to any such improvements being enacted.

Restaurateurs shall provide information in their proposals that will allow COA/APL to clearly understand the character, style and ambiance of their proposed business. Descriptions and visual representations of the proposed décor should be provided.

The build-out of the NCL Café will be required to achieve at least a LEED CI (Commercial Interiors) Silver rating. A high level of commitment is expected from the selected restaurateur to maintain certification for LEED EB O&M (Existing Building Operations and Maintenance) for the NCL Café.

The restaurateur must agree to cooperate with, accommodate and coordinate its construction activities so as not to interfere with those separate contractors performing work on the NCL so that the project may be completed in an orderly and coordinated manner without delay.

In addition, the restaurateur will comply with the City of Austin's following "Third Party Resolutions" in the development of the NCL Café improvements: M/WBE Program requirements set forth in Council Resolution 20130112-058; Wage Rate Compliance requirements set forth in Council Resolution 20080605-047: and Worker Safety Training requirements set forth in Council Resolution 20110728-106.

COA/APL's wireless service at the NCL will serve the café space. However, the restaurateur must create and maintain a webpage with information regarding the NCL Café.

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Tenant Space Information

Proposed hours of operation for the cafe must match or exceed the hours of operation of the NCL

Delivery vehicles will be restricted to parking at the loading dock during non-essential APL business hours. Times not permitted for deliveries shall be 6:30 am- 3:30pm Monday-Friday These times are subject to change by COA/APL with prior notice to the tenant.

There will be covered bicycle parking for 200 bicycles at the Bike Corral available at the NCL .

There will be a two-level, underground garage parking garage at the NCL, providing 200 parking spaces for motor vehicles.



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Abbreviations & Definitions

Traditional Cuisine - This cuisine refers to foods of American heritage that were traditionally prepared at the family home. These foods are affectionately referred to as “comfort” foods.

Contemporary Cuisine - This cuisine type allows the chef to take a “comfort food” of the past (rooted in tradition) and apply healthy, low-fat cooking, ethnic origins, creativity, and flavor to take something that is familiar to most diners to a new level. Contemporary cuisine approaches the ingredient with the utmost respect. One of the characteristics of this style of cooking is to take each ingredient and respect the integrity of that ingredient as much as possible. This means that the ingredients that are used have to be of the highest possible quality that can be acquired. Freshness is paramount. This incorporates healthy, low-fat cooking into the dish.

Sustainability and health values of the City of Austin and APL - Choosing methods and means in all endeavors which support the potential for long-term maintenance of well-being for our environment and community.

Fresh ingredients - Components or elements of a food mixture or compound which have been recently harvested, made or produced and have not been preserved by being frozen or canned.

Locally sourced foods - Food products from the same locality or region in which they are marketed, so that the total distance that the food product is transported is less than 150 miles from the origin of the food product.

Abbr.	Definition
COA	City of Austin
APL	Austin Public Library
NCL	New Central Library
RFP	Request for Proposal
MSA	Metropolitan Statistical Area

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Submittal Requirements



1. The selected restaurateur will be responsible for the professional staffing, operation and management of the NCL Café. The COA/APL further desires a NCL Café director with experience in restaurant operations. The COA/APL expects the on-site director to be the single point of contact for on-site restaurant operations.
 - a. Provide your company's organization chart, beginning with the Chief Operating Officer of the company through the level of the on-site general manager who will be assigned to the NCL Café.
 - b. The on-site general manager must have experience operating in an upscale restaurant/bistro environment.
2. Provide a list of all restaurant operations for which your firm has management responsibility. List the name of the account and the type of establishment, including the annual managed volume in each venue. List local support operations in terms of storage, preparation, equipment, transportation, etc., within a 50-mile radius of Austin as it would relate to providing on-site café operations at the NCL.
3. NCL Café concepts. Please provide a complete description of how you intend to operate the NCL Café:
 - a. A description of the theme or menu orientation of the NCL Café and how these will enhance the visitor's experience at the NCL. Menus should incorporate traditional and contemporary cuisine.
 - b. Other information that will assist in adequately conveying the type of café operation you intend to provide, including proposed hours of operation.
 - c. Please provide price point information regarding the basic menu items you anticipate serving at the NCL Café.
 - d. Please indicate whether you propose to serve alcoholic beverages in the NCL Café.
 - e. Please indicate whether you propose to provide live music in the NCL Café. If so, the music cannot be amplified to a level more than 45 decibels.

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Submittal Requirements

- f. Please indicate whether you propose to source and serve local, sustainable, and/or healthy food choices. (e.g., Whole grain foods, fruits and vegetables, lean/low or reduced fat protein source, smaller portion sizes, foods that do not contain trans fats, choices with less salt or refined sugars/sweeteners, etc.)
- g. If there are any items you propose serving in the NCL Café that you intend to prepare off-site, please identify those items.

4. The Special Event Catering

The selected restaurateur shall be the Preferred Caterer of special events at the NCL. Reservations for the catering kitchen shall be conveyed in writing to the APL for approval. Should a customer wish to use a caterer other than the NCL Preferred Caterer to cater an event on-site, a “carve-out” fee of \$10.00 per person shall be paid by the non-Preferred Caterer to COA/APL. The Special event catering will not include day-to-day Library programs that are free and open to the general public. Special event catering more often applies to those events held, sometimes after hours, such as wedding reception and corporate events, in the NCL Special Event Center (4,782 square feet) or in the NCL rooftop garden (3,579 square feet). The Catering kitchen shall be returned to clean functioning order by the last user of the kitchen.

- a. Provide an explanation of your approach to catering; how you plan events, how you determine menus, and what on-site support you will have.
- b. Provide sample menus for a wide arrange of events.
- c. Include five (5) varied sample event menus, including prices. Assume 100 people for each type of event and include all food, beverage, rentals, staff, delivery and all other costs.



Submittal Requirements

- d. One building level below the NCL Café, a 786 square foot, fully equipped Catering Kitchen will be provided that can be used for all on-site catering production. In addition to the selected NCL restaurateur, other caterers are expected to use the catering kitchen as well. Please see attachment Exhibit G for the equipment to be provided by APL in the Catering Kitchen. If there are any items you propose to prepare off site for NCL special event catering, please identify those items.
 - e. Provide details of any facility you intend to use to support foodservices at the NCL, in particular, special event catering. Provide name, address, distance in miles from NCL site, description of the production facility, items you intend to receive from it, and, if not a facility you own, a statement that the client has given their permission to use their facility. Explain pricing of products and any markups involved.
 - f. Please indicated whether you propose to serve local, sustainable, and /or healthy food choices for catered events.
5. Provide your firm's last two annual reports or, if not available, your firm's audited financial statements for the last two years. List details for any and all past (within the last 5 years) or present litigation to which your firm has been a party. If there has been none, please so indicate. Please note that this is an important requirement and the COA/APL will hold financial information of all firms in the strictest of confidence during the period between proposal submission and completion of the award to a restaurateur by the City Council, in accordance with the Public Information Act. If there is any information which the proposer deems to be confidential, the proposer must clearly mark the top of each page on which the information appears with the word "Confidential" and must clearly indicate within the margins of the proposal, the exact information which is deemed confidential. If any provision is noted as being confidential, and a request is made for that information, the COA/APL will tender the request to the Attorney General for resolution. COA/APL will notify the proposer of the request and the proposer must defend the exception from disclosure to the Attorney General at the proposer's expense. All responses under the Public Information Act are due within ten (10) business days after receipt of the request for information by the COA/APL.
6. Provide copies of all health department inspections in each of the facilities identified in your submittal for the period of 01/01/2011 through the submission of your proposal. Provide a description of your Hazard Analysis and Critical Control Points (HACCP) plan, or how you incorporate HACCP principles into your restaurant operations.

Submittal Requirements

7. Please provide the following operation details:
 - a. Specifications for permanent service wares you intend to use.
 - b. Specifications for disposable, recyclable or compostable service wares you intend to use, including take-out items.
 - c. Specifications for other service-related items.
 - d. Specifications on your firm's recycling program.
 - e. Specifications for disposal of leftover or waste food, including donation to food banks
 - f. Specifications for the uniforms you intend to use.
8. Please provide a detailed annual marketing plan to include the following:
 - a. Describe how you will market the NCL Café's services to Library customers, employees, tourists and other visitors. Include examples of past and present marketing programs and advertising campaigns, citing types of media.
 - b. Describe how you will market the NCL Cafe to local business people and residents not necessarily visiting the NCL for other purposes – including the Seaholm, Austin Energy Control Center, and Green Water Treatment Plant Redevelopment sites.
 - c. Describe how you will market your special event catering services to potential customers, encouraging them to book spaces at the NCL for their special events and in particular, their annual events.
 - d. Samples of marketing and advertising materials used in past and/or present restaurant operations.
 - e. Explanation of customer satisfaction programs you have in place or intend to put in place at the NCL Café. How will the COA/APL receive customer feedback from patrons of the NCL Café?
 - f. Explanation of any programs you may participate in such as National Restaurant Association ConSERVE Program, Green Restaurant Association, Austin Green Business Leaders Program, etc.

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Submittal Requirements

9. Staffing Plan – please describe your operating plan for the NCL Café, bearing in mind the COA/APL’s desire for a single point of contact in the leadership role:
 - a. Staffing organization chart for the NCL Café.
 - b. List of positions for salaried and wage employees.
 - c. Explanation of how you train your employees and instill high levels of quality in food and service to the customer.
10. Timeline – please prepare a preliminary schedule of events leading up to a proposed, grand opening with the NCL in 2016. Actual date will be mutually agreed upon after contract award.
 - a. All pre-planning activities.
 - b. Hiring and training timeline.
 - c. Other critical pre-opening dates required to open the NCL Café.
11. Minimum rent per real estate appraisal conducted September 30, 2013.

Rent/SF/YR:	1 st 6mos.	\$10.00
	Mos. 7-9	\$15.00
	Mos. 10-12	\$20.00
	Years 2-5	\$28.00
	Years 6-10	\$30.00
Expenses:	Net	
Term:	10 Years	
Parking:	3-4 reserved spaces	
Percentage Rent:	6% (at natural breakpoint)	

12. Alternate additional Financial Arrangements (optional). Proposers may suggest additional alternate financial arrangement to compensate the Library. The basic arrangements must still be in the proposer’s response.
13. Capital Investment – proposers will outline a capital investment plan for their proposed build-out of the NCL Café.



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Selection Criteria

Responses to this RFP will be evaluated competitively. Proposals will be reviewed to ensure all general and submittal requirements are met and ranked by a committee designated by City of Austin/Austin Public Library. The designated committee may short-list proposals after the initial evaluation and/or request additional information through interviews, correspondence and presentations, including food presentations. Please indicate if your restaurant(s) have been rated by Zagat. Include name of restaurant, the year and the associated score.

Proposals will be ranked based on the following criteria:

Proposed Concept: 40 points

Concept conforms to the COA/APL vision for the NCL Market Café

Proposed café will enhance the NCL experience for visitors, employees and volunteers by offering a full range of high quality food and beverages at breakfast, lunch and dinner

Proposed café will reflect the sustainability and health values of the City of Austin and the Austin Public Library

Proposed café will be a good fit for the NCL and the Second Street Retail District by reflecting the nature and character of Austin in its décor and cuisine

Proposed hours of operation for the café will match or exceed the hours of operation of the NCL

Proposed café will offer a variety of menu items at appropriate prices for a downtown café setting

Overall appeal and quality of café design intent is appropriate.

Restaurateurs' Qualifications/Experience: 30 points

Local business (refer to definition - next page)

Financial stability of the Respondent

Restaurateur has already been successful in operating a restaurant for a minimum of ten (10) years

Restaurateur has proven experience in delivering high-quality food prepared with fresh ingredients

Restaurateur has the financial capacity to be successful in opening and operating a new café

Proposed Lease Agreement /Capital Investment Plan: 30 points

Sum to be paid to COA/APL for the lease/use of the NCL Café facility and to be the preferred Caterer of special Events at the NCL. Proposed amount of capital investment.

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Selection Criteria

Definition of Local Business

For the purpose of this RFP, a responder's restaurant will be considered a local business if it meets any one of the following requirements:

- The restaurant's headquarters or first location is located in the City of Austin, Texas Metropolitan Statistical Area (MSA)
- The restaurateur is an individual who resides in the City of Austin or has his/her principal place of business in the Austin, Texas MSA
- The restaurant is owned by a group of individuals and more than half of those individuals reside in City of Austin, or have their principal place of business in the Austin, Texas MSA
- The restaurant is a business organization (such as a corporation, partnership or limited liability company) that is controlled by or at least 51% owned by:
 - a. An individual who resides in or has his/her principal place of business in the Austin, Texas MSA, or
 - b. A group of individuals of which more than half reside in or have their principal places of business in the Austin, Texas MSA, or
 - c. By an organization having its principal place of business in the Austin, Texas MSA



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Proposer Submittal Checklist

Please refer to RFP documents for complete requirements on proposer submittal.

- ☐ Please submit one (1) original, six (6) copies and one (1) digital copy on a flash drive in a sealed envelope or box showing the title of the submittal (Response to the NCL Market Café and Catering Service RFP), and the name and address of the submitting organization.
- ☐ Please submit a \$5,000 in the form of a certified check made payable to the City of Austin/Austin Public Library, as an earnest money deposit to be Included with the proposal submission.
- ☐ Proposal must be organized in the following format and sequence, with dividers between each section; please refer to details shown on pages 11 through 16:
- ☐ Transmittal Letter, providing the name and legal structure of the submitting organization as well as the contact numbers for the person(s) authorized to negotiate on behalf of the submitting organization.
- ☐ Tenant Summary, providing the proposer's organization chart, list of restaurant and support operations, and descriptions of the principals or partners of the proposing organization.
- ☐ Proposal and Project Overview, establishing how your proposal will realize the COA/APL vision for the NCL Café including proposed business terms and a narrative description of how your proposal meets each of the selection criteria.
- ☐ Demonstration of Financial and Restaurant Management Capability, supporting your proposed use of the NCL Café space and to include your organization's last two annual reports (or audited financial statements), health department inspections for your current restaurants, and a listing of any non-performing loans or loan defaults in the past five years.
- ☐ Litigation and Bankruptcy Information, addressing whether the respondent and/or any team member named in the proposal has been involved in any litigation or other legal dispute regarding a real estate venture during the last five years.

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Award

The selected firm will enter into negotiations with the City of Austin/Austin Public Library to determine terms and provisions of a lease for the NCL Café. Selection will be made on the basis of the evaluation criteria outlined in the previous pages and all other supplemental RFP materials as the COA/APL may request. Strong consideration will be given to the overall desirability of the proposal, not necessarily on the basis of financial strength. Award shall be made to the responsible responder whose proposal is determined to be the most advantageous to the COA/APL taking into consideration price, the evaluation factors set forth in the RFP and all information as the COA/APL may request. The award shall be the sole discretion of the City of Austin/Austin Public Library.

Background Information

Restaurateurs are encouraged to visit <http://library.austintexas.gov> to learn more about APL events, programs, exhibits and culture.

In existence since February 16, 1926, the APL is the public library system of the City of Austin, serving the informational needs of the community by means of the existing Faulk Central Library, twenty branch libraries distributed throughout the city and the Austin History Center, the archival repository for the City of Austin. The APL also owns and operates its own used bookstore, Recycled Reads,

The need for a larger, more modern facility to replace the Faulk Central Library first became a topic of conversation during the citizen input processes preceding general obligation bond elections during the 1990s, and on the November 7, 2006 bond election ballot, Austin voters approved by Proposition 6 to design and build a new central library. On December 11, 2008, the Austin City Council selected the joint venture of Lake/Flato Architects and Shepley Bulfinch to design the NCL on the former South Seaholm Substation site, 710 W. Cesar Chavez Street. On December 9, 2010, Council approved the NCL architectural building program and a funding plan of \$120 million for the project. On October 20, 2011, Council voted unanimous approval for the NCL Schematic Design, which features highly sustainable building elements and takes advantage of Austin's unique natural beauty by means of a rooftop garden, reading porches and a bicycle corral. On September 27, 2012, a combined presentation of the planned public spaces for the Seaholm District and the Design Development Phase of the NCL was well received by the Austin City Council.



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Request for Proposal Schedule

November 21, 2013

Notice of Request For Proposals released to public. RFP Packets are made available to interested parties 8 a.m. and 4 p.m. Monday through Friday at:

**One Texas Center
505 Barton Springs Road, Suite 1350
Austin, Texas 78704**

The RFP document and related documents are made available for download from the City of Austin's Office of Real Estate Services website at: www.austintexas.gov/realestate

November 24, 2013

First advertisement for the Property in conjunction with this RFP is printed in the Sunday edition of the Austin American-Statesman.

December 8, 2013

Second advertisement for the Property in conjunction with this RFP is printed in the Sunday edition of the Austin American-Statesman

December 16, 2013

It is highly recommended that Respondents attend at least one Pre-proposal Conference. December 16, 2013 at 10:00 am is the first of two. You may also log-in onto the live meeting. Refer to www.austintexas.gov/realestate under the heading "Properties for Lease" for log-in information.

January 10, 2014

Second Pre-proposal Conference at 2:00 pm. You may also log-in onto the live meeting. Refer to www.austintexas.gov/realestate under the heading "Properties for Lease" for log-in information.

January 17, 2014

All questions or request(s) for clarification regarding the terms of this Request For Proposals must be in writing and received by the Point of Contact no later than 4:00 p.m. Central Daylight Time, January 17, 2014.

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Request for Proposal Schedule Cont'd

January 24, 2014

All questions will be answered in writing on City of Austin - Office of Real Estate Services website and will appear as addendums to the RFP.

January 31, 2014

Request For Proposal Deadline for Submission. Proposals will be accepted until **12:00 p.m.** Delivery to:

**City of Austin
Contract Management Department
Attn: Mary Lou Ochoa, RE: APL Market Cafe / Catering Service
105 W. Riverside Dr., Suite 210
Austin, Texas 78704**

February 3, 2014

Evaluation Panel begins evaluation and recommendation process by February 3, 2014. This process will result in: (i) selection of no more than three proposals or (ii) rejection of all proposals.

March 2014

Austin City Council may vote to approve the negotiation and execution of a Lease Agreement with the Proposer approved by City Council.

March - April 2014

- Successful Proposer will be notified of the Council's approval of their proposal
- The City will notify all Proposers submitting rejected proposals of such rejection in writing. Proposal Security will be returned to the unsuccessful Proposers.
- The City and Successful Proposer will execute the Lease Agreement.

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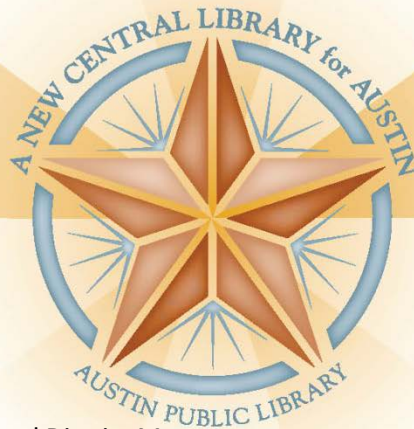
Request for Proposals (RFP)

Market Café / Catering Service at the New Central Library

Construction Schedule

Now in the Construction Phase, the NCL project schedule tentatively stands as follows:

July 2013	Site Development Work began
November 2013	Building Permits received
December 2013	Building Construction begins
Spring 2016	Building Construction completed
Fall 2016	Grand Opening Ceremony conducted



Attachments

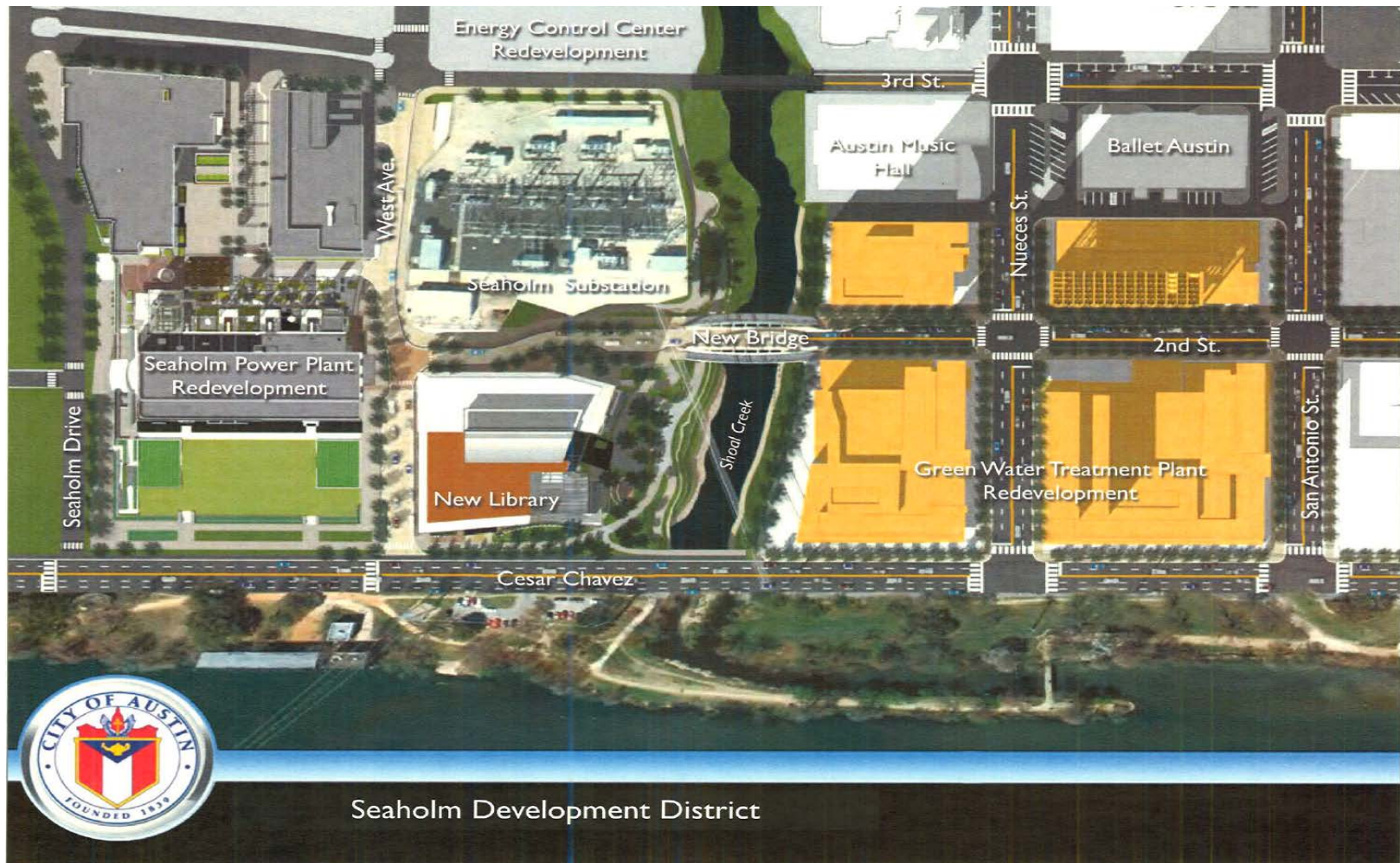
Exhibit A	New Central Library Planned District Map
Exhibit B	New Central Library Level 2 plan
Exhibit C	New Central Library Enlarged Café Floor Plan
Exhibit D	New Central Library Café Mechanical Drawing
Exhibit E	New Central Library Café Elevation/Signage Drawing
Exhibit F	New Central Library Level 1 plan
Exhibit G	New Central Library Catering Kitchen Equipment Plan
Exhibit H	New Central Library Level 6 plan

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Market Café / Catering Service @ the New Central Library

Planned District Map (Exhibit A)



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Market Café / Catering Service @ the New Central Library

New Central Library Level 2 Plan (Exhibit B)

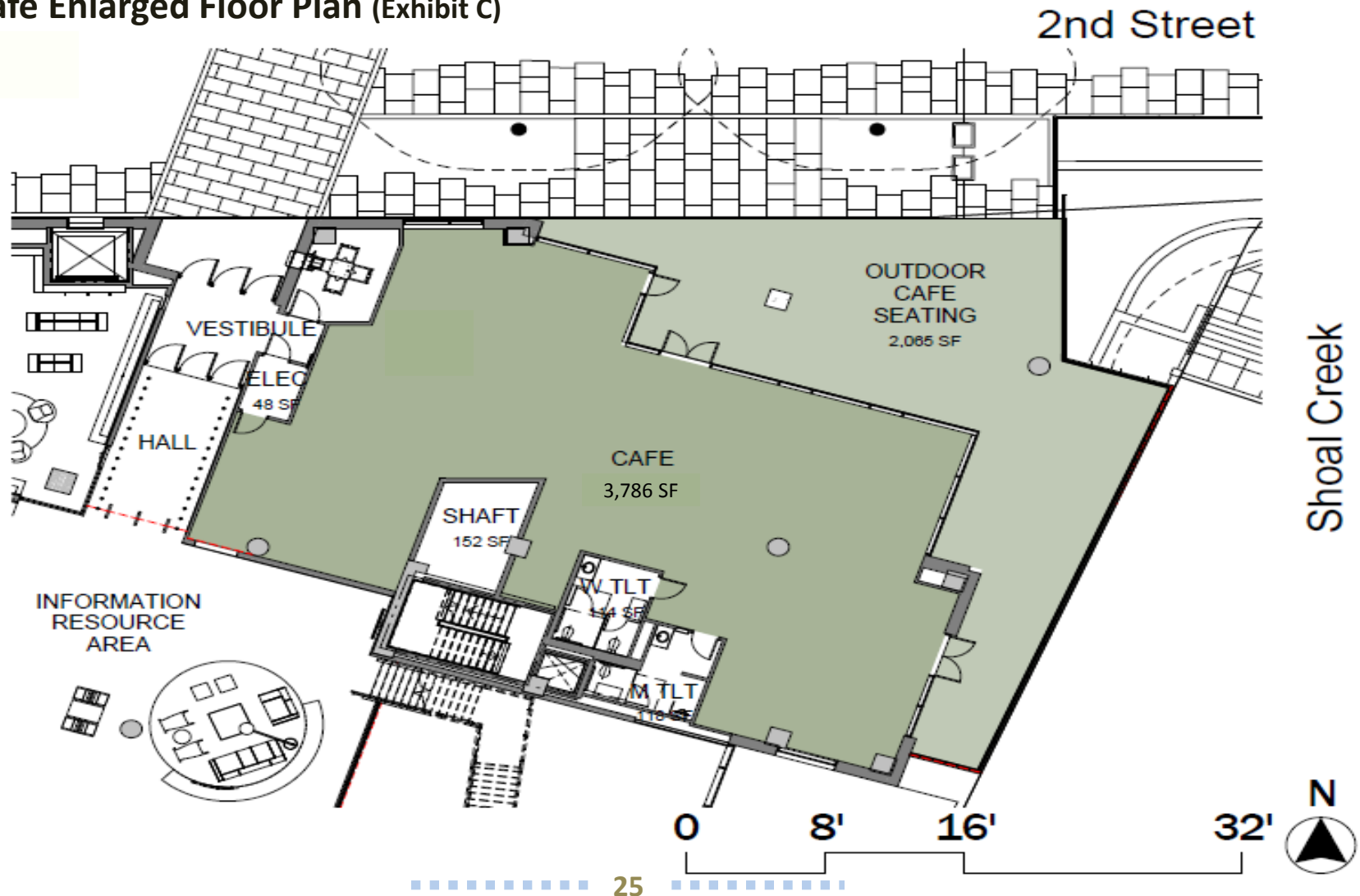


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Market Café / Catering Service @ the New Central Library

Café Enlarged Floor Plan (Exhibit C)



Market Café / Catering Service @ the New Central Library

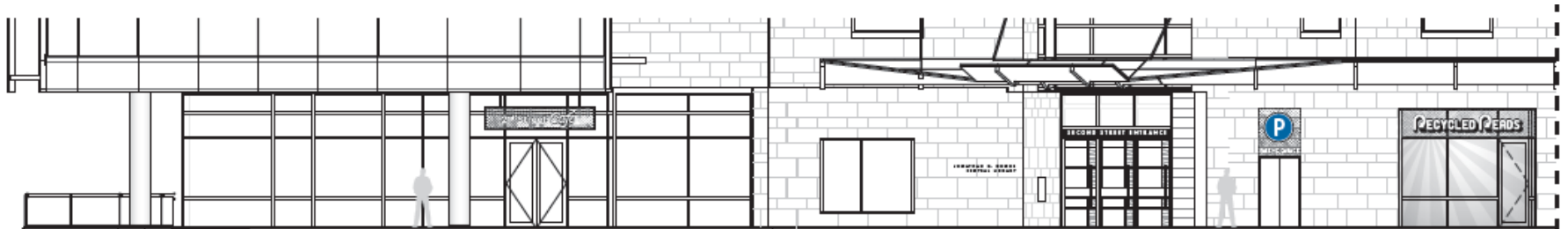
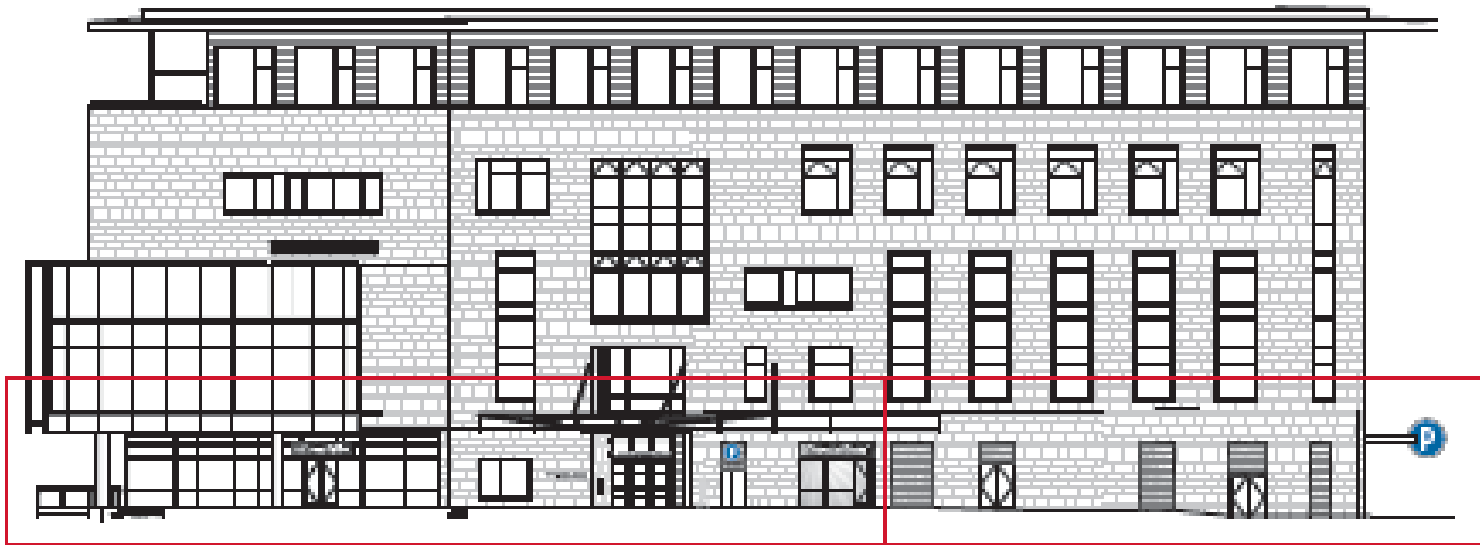
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Market Café / Catering Service @ the New Central Library

Café Elevation / Signage Drawing (Exhibit E)

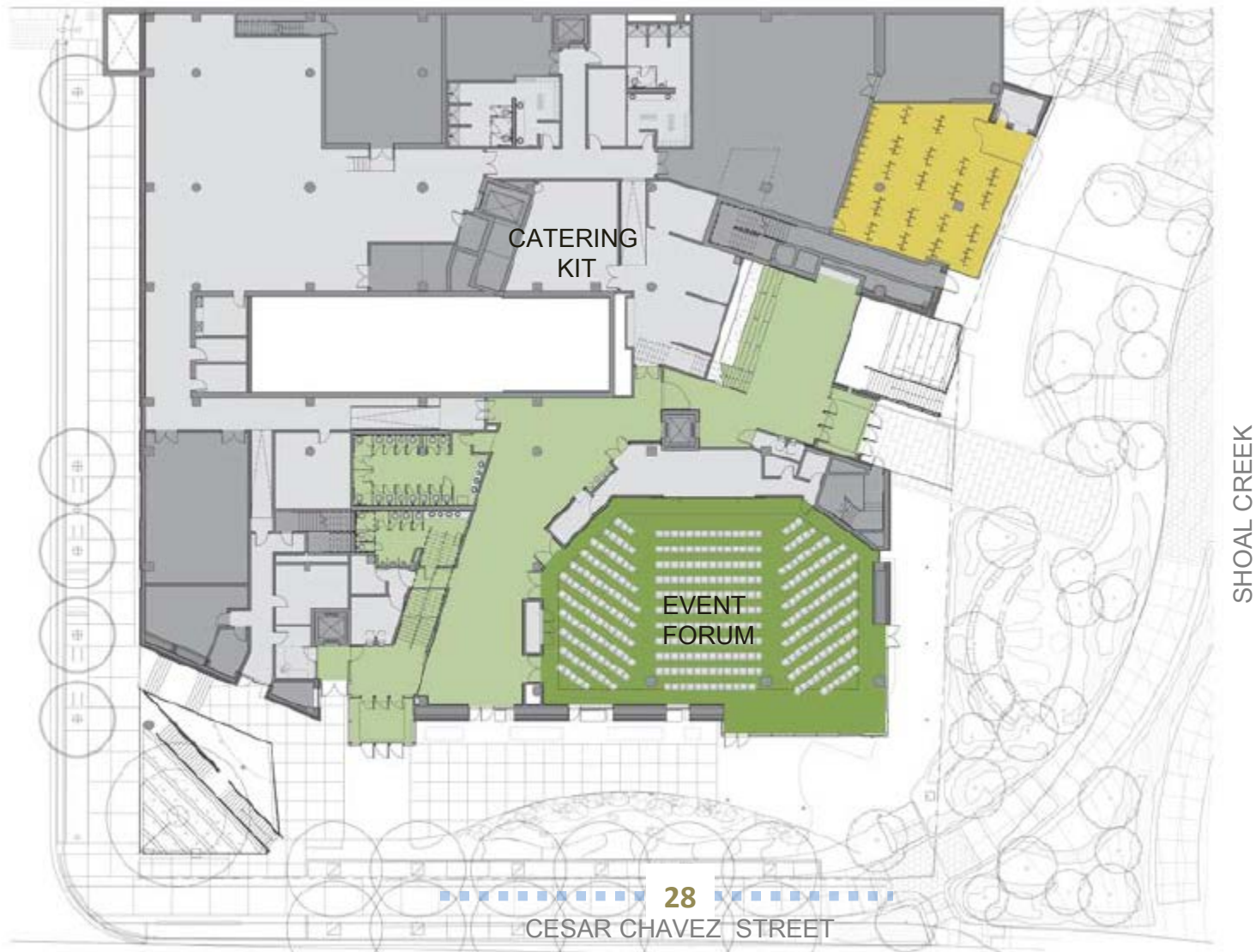


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Market Café / Catering Service @ the New Central Library

New Central Library Level 1 Plan (Exhibit F)

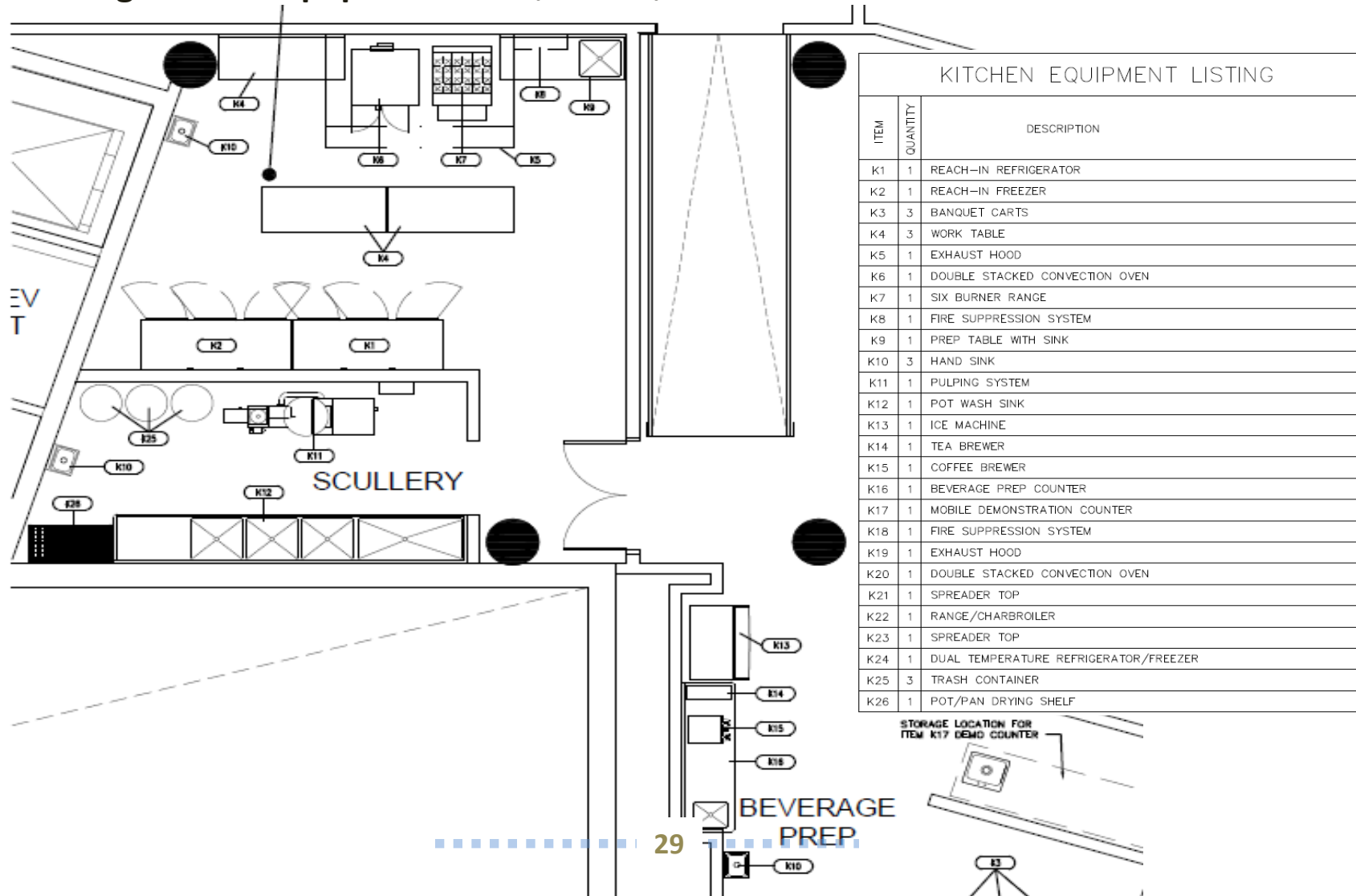


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Market Café / Catering Service @ the New Central Library

Catering Kitchen Equipment Plan (Exhibit G)



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Request for Proposals (RFP)

Market Café / Catering Service @ the New Central Library

New Central Library Level 6 Plan (Exhibit H)

